

MEMORANDUM OF CONVERSATION

27 Sept 67

25X1

Mr. []

My conversation with [] of this afternoon was very enlightening re the technique and materials used in teaching OL secretaries and in preparing me for the problems to come when the Handbook is coordinated with other components.

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Specifics: if we drop Op Form 10 what do we use for memos to people other than the Director, Deputy Director, and Executive Director-Comptroller? color for official file copy as opposed to special or chrono files was discussed as was the problem of personal preferences. She cited many instances in which the D/L prefers a particular method. This pointed to the problem which will arise as the D/L and other component heads might object immediately to the Handbook since they are used in the examples given. Less coordination and stronger suggestions about format and style would increase uniformity.

When asked she preferred the Gov't letter to what is now being used for the same reasons GSA cited and also expressed a preference for bold facing—dark ink? in the examples to make them more distinctive.

The problem of distribution information: OL v. Agency method of indicating distribution and on which copies was treated—original, on all, etc?

Apparently the OL training course won't be given for a while as they are pretty swamped with other things over there. Mr. Helm's preference for caps on signature was talked about along with the "identification of the originator" on correspondence within the component.